

DUTY STATEMENT

Classification: Associate Personnel Analyst		Position Number: 811-121-5142-701	
Branch/Section: Human Resources/Examinations			
Location: Sacramento		Effective Date:	
Management Designation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Conflict of Interest	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Supervision Received:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Supervision Exercised:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Pursuant to Government Code Section 3100-3109, all public employees are declared to be disaster service workers for the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources. This is of paramount state importance in protection of its citizens and resources.

POSITION SUMMARY

Under delegation from the California Department of Human Resources (CalHR) and the State Personnel Board (SPB), the Human Resources Branch is responsible for the classification and compensation, progressive discipline, recruitment and selection, personnel transactions, worker's compensation, labor relations, equal employment opportunity and reasonable accommodation functions.

Under general direction of the Staff Services Manager I, Chief, Human Resources Branch (HRB), the Associate Personnel Analyst (APA) performs the more responsible, varied and complex full journey-level personnel work. The APA is expected to take initiative and perform completed staff work in areas of examination, recruitment, training, conflict of interest activities, and related special projects pertaining to HRB. The incumbent performs the following duties and other related work:

ESSENTIAL FUNCTIONS

- 30% Administers examinations and establish eligibility lists for the Office of Environmental Health Hazard Assessment (OEHHA). Audits previous exam information to improve the current examination process, and provide advice on exam plans and recruitment efforts. Consults with subject matter experts in examination development and provides guidance in examination planning and processing to all levels of departmental management in the development and administration of exams. Develop examination instruments (e.g., training and experience, qualifications appraisal interviews, etc.). Prepare correspondence and/or personally responds to inquiries from general public and departmental employees regarding examinations. Conducts exam planning to identify program needs and schedules the examinations to be administered for the department within a fiscal year. Reviews applications to determine qualifying education and/or experience to participate in the examination process. Responds to and assists in resolving appeals resulting from examinations administered by the department. Interprets civil service laws and rules with regards to testing and certification procedures. Develops and provides training to

(Attach additional sheet if necessary)

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:	
Personnel Analyst Signature:	Date:

supervisors regarding examinations and classification processes. Serves as chairperson on qualifications appraisal panel examinations.

- 25% Develops and independently maintains database for the employee training histories and expenditures. Monitors OEHHHA staff to ensure the required job related and state mandated training requirements are met. Assists the Programs to register, confirm, cancel and approve payment for training ensuring all charges are consistent. Coordinates with managers and supervisors in developing and implementing a department wide training plan. Researches and recommends new training materials and maintains a training resource library. Coordinates the maintenance of a departmental training database. Develops informational material and responds to employee inquiries regarding training resources and strategies for career development. Plans, schedules, coordinates, and tracks training sessions regarding Sexual Harassment Prevention, Leadership Development, and Basic Supervision. Reviews training requests and individual development plans for consistency and appropriateness. Develops guidelines for and advises managers on securing appropriate training facilities and instructors. Coordinates evaluations of training courses with program supervisors. Assists managers and budget staff as necessary in projecting training needs and planning an annual training budget.
- 10% Process withholds on applicants who do not meet the minimum qualifications as a result of being placed on an employment list after completion of an examination process. Review application to determine if applicant meets the minimum qualifications for the classification. Prepares correspondence to request for additional information from applicant. Completes withhold process for applicants who do meet the minimum qualifications to be removed from employment list. Address appeals from applicant and/or the State Personnel Board. Process withhold for cause for candidates deemed unsuitable for employment in the classification.
- 10% Serves as the Form 700 (Statement of Economic Interests) filing officer for OEHHHA and liaison between OEHHHA and Fair Political Practices Commission. Distributes email to all Form 700s filers per the Department's conflict of interest code; collect forms to ensure receipt by annual deadline, and follow up with late filers. Review Form 700s to determine if the statements contain all of the information required by the Political Reform Act. Responds to filer questions. Provide Form 700 statements for public inspection during regular business hours. Work with administrative liaison staff to process paperwork for volunteers.
- 10% Serves as the department's policy coordinator. Works closely with other OEHHHA program areas to ensure policies are updated as needed, establishes a policy numbering system and tracks the issuance of a new policy numbers. Posts OEHHHA approved policies to the intranet in coordination and assistance from the Information Technology Branch, web team. In addition, develops OEHHHA personnel procedures and policy statements. Develops and maintain procedural changes initiated by control agencies, bargaining unit contracts, and the department. Assist departmental staff in planning and managing personnel needs and services including consultation and advice on personnel policies, standards, laws, rules and procedures. Conducts studies of short and long duration pertaining to classification and pay, examining, procedural development and processing issues.
- 10% Serves as the department's recruitment coordinator. Consults with executive and management to identify recruitment needs. Research various recruitment tools to design and implement overall recruitment strategy. Develop and maintain various contacts with campuses, professional organizations, career websites to send/post recruitment materials. Research appropriate venues for recruitment using social media such as LinkedIn and career websites to post recruitment information. Develop, post and distribute job opportunity bulletins and recruitment flyers. Coordinate and attend various career fairs and outreach events.

MARGINAL FUNCTIONS

5% Serve as back-up to the Classification and Pay analyst in review of requests for personnel action to ensure appropriate allocation of duties on the duty statement, verify necessary documents, i.e., organization charts, justification, and forms are included and fully complete and ready for approval. Develop and post job bulletins on the CalHR and OEHHHA jobs website. Work on special projects related to HRB functions. Serve as backup to the Chief, HRB, when unavailable.

REQUIRED QUALIFICATIONS

Establish cooperative-working relationships with staff at all levels-both within and outside the department. Effectively communicate information to and consult with staff at all levels both within and outside the department in order to complete work assignment.

Research, interpret and apply laws, rules, bargaining unit contracts, practices and principles governing the State's personnel management practices.

Analyze complex data and provide recommendations and/or feedback to all levels of staff both within and outside State civil service.

Reason logical and analyze data in order to reach accurate and defensible conclusions.

Complete assigned work and review for accuracy.

DESIRED QUALIFICATIONS

Possession of a selection analyst certificate issued by CalHR.

Contribute to the continuing effectiveness and improvement of the Environmental Management System.

WORKING CONDITIONS

Work in a high-rise building.

Occasional travel to Oakland office.

Occasional travel to recruitment and outreach events.

(Attach additional sheet if necessary)

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I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:	
Personnel Analyst Signature:	Date: